

County Tax Assessor-Collector Administrator

Adding an Agent/TAC Location

Follow the steps below to set up a new Agent and/or TAC Location. The first step in this process will be to log into your County Administration location. The County Administration location is where you will add other locations and the users to those locations.

Step 1. Click “Manage Locations” from the Actions menu.

Step 2. Click “Add New Location”.

Before adding a location, you are required to search for the location to prevent duplication.

Step 3. Search for the location by Location Name with at least one letter and zip code (to narrow your search), or search by using the WebSub Location ID #.

Step 4. If no matches are found, click “Add New Location.”

If the search returned results and a location exactly matches the one you are adding, then add this location by clicking on “select.”

Step 5. Complete the Location Details, select “Agent” for Location Type if it is a subcontractor or “TAC” if this location is for a county office that will process renewals.

Step 6. Define the batch requirements for the location.

- ✓ “Maximum # of Days For a Batch” must be 1 – 7 days.
- ✓ “Maximum # of Renewals in a Batch” must be 1 – 1000.

Location Configuration

Max # of Days for a Batch *

Max # Renewals in a Batch *

RTS Subcon ID:

Renewal Key Entry Mode *

☐ Keyboard Only

☐ Scanner Only

☒ Both Keyboard and Scanner

Expired Renewal Processing *

☐ None

☐ Within 5 day grace

☒ Yes, for 1 month

Issue Plate Inventory

☐ No

☒ Yes

Allow Inspection Verification *

☒ No

☐ Yes

Step 7. For “Issue Plate Inventory” enter the “RTS Subcon ID” number found in RTS and click “Yes” if this location will be issuing plate inventory.

The location you are adding must be added, if it is not already, as a subcontractor in RTS, this is how an RTS Subcon ID is created. Inventory must also be allocated to the subcontractor in RTS.

Step 8. Select the type of “Renewal Key Entry Mode” for the location.

Step 9. Designate the “Expired Renewal Processing” time period.

Step 10. For “Allow Inspection Verification” select whether or not to allow the agent to verify inspection manually from the Vehicle Inspection Report (VIR). This will also allow self-certification of out-of-state vehicles. Select “Save”.